



PERSONNEL DEVELOPMENT SEMINARS

Department of Administrative Services, Human Resources Enterprise

TRAINING NEWSLETTER

December 2005

INTRODUCING... FUNDAMENTALS OF SUPERVISION

Numerous agencies and staff members have expressed interest in a new seminar to provide an overview of the essential skills and components of supervision. We listened to the requests and recently developed and launched a new seminar, **Fundamentals of Supervision** (NC 151)! This great learning opportunity is essential for new and experienced supervisors and covers a number of topics, including:

- **How to think like a Supervisor**
- **Qualities of being an effective leader**
- **Delegation: Importance and How-To**
- **What motivates employees and facilitates productivity?**
- **How to provide appropriate feedback**
- **Understand the reality of being a Supervisor**
- **Tools and resources to assist in performing supervisory duties**

Instructed by DAS HRE Personnel Officer, Janelle Bertrand, and PDS Training Coordinator, Cindy Axne, the first **Fundamentals of Supervision** seminar was held in November in Cherokee, Iowa. The training day was a great success and future sessions will be planned for early Spring 2006. Watch for more information to come!

If you know you would like to attend a future **Fundamentals of Supervision** seminar, please ask your agency training liaison to enroll you on the waiting list. If you would like to schedule a dedicated session for your agency, please contact Leslie at 515-281-5456.

HAPPY HOLIDAYS!

Give the best gift this holiday season to:

YOUR ORGANIZATION

- By taking advantage of learning opportunities that will enhance the productivity and creativity of the office

YOUR STAFF MEMBERS

- Give them the opportunity to learn and enhance their professional skills and abilities

YOURSELF

- Take time to participate in the learning opportunities available and strive to implement your new skills to enhance your performance

What Others Are Saying About Fundamentals of Supervision

"Great information for all supervisors and managers – not only 'new' supervisors."

"Took away a lot of great ideas on how I can become a better supervisor"

DO YOU HAVE AN IDEA FOR A NEW SEMINAR?

We are currently preparing our course listings for Fiscal Year 2007. If you would like to suggest a new seminar or program to be offered, please contact Leslie at 515-281-5456 or pds@iowa.gov. We value your input!

DECEMBER SEMINARS

Project Management (Dec 8-9)

Instills effective, repeatable project-management techniques for various experience levels.

Valuing Diversity (Dec 13)

Half-day awareness course designed to foster positive attitudes, behaviors, and practices that support a diverse workplace. Supports Governor Vilsack's diversity initiative.

Family and Medical Leave Act (Dec 15)

Three-hour course provides you with the information you need to answer your questions regarding FMLA. Understanding this law's impact on the workplace is essential for all supervisors and managers.

Americans with Disabilities Act (Dec 15)

Four-hour course for supervisors and managers discussing legal responsibilities under ADA, including court decisions, EEOC guidelines, and reasonable accommodations.

COMPUTER SKILLS

The schedule of various computer courses can be found on the [PDS website](#) by clicking on *Computer Training*. The site lists all application training seminars through January 31, 2006. Just a few of the upcoming classes include:

[Acrobat 7.0 - Level 2](#) (Dec 15)

[Excel - Level 2](#) (Dec 15)

[InDesign CS2 - Level 1](#) (Dec 7)

[Outlook - Level 1](#) (Dec 13)

[Photoshop CS2 - Level 1](#) (Dec 22)

[PowerPoint - Level 1](#) (Dec 19)

[Project 2003 - Level 1](#) (Dec 14)

[Intro to C# Programming](#) (Jan 9 – 13)

APPLIED BUSINESS SERIES

The [Applied Business Series](#) is one of five certificate programs offered by PDS. The ABS program contains a collection of eight training seminars that focus on the fundamentals of business concepts:

[Building A High-Performing Workplace](#)

[Business Writing Workshop](#)

[Customer Service](#)

[Fast Track to Business Skills](#)

[Grant Seeking](#)

[Grant Writing](#)

[Project Management](#)

[Services Contracting](#)

Participants have three years from enrollment to complete the program, and any required courses taken six months prior to the enrollment can be counted towards the certificate.

Demonstrate your commitment to development and skills enhancement, by enrolling in the Applied Business Series Certificate Program today!

[Other Certificate Programs](#)

Visit the PDS website for more information about course offerings.

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

To enroll in a seminar, speak with your supervisor or agency's training liaison.

If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

Questions or Comments? Email us at pds@iowa.gov or call 515-281-5456